



SOUTH EASTERN UNIVERSITY OF SRI LANKA

Accelerating Higher Education Expansion and Development (AHEAD) project

WALK - IN - INTERVIEW

Project Assistant (On Full Time Contract basis)

ELTA-ELSE Grants – Faculty of Arts and Culture

Prospective candidates are invited for a walk-in interview for the Post of **Project Assistant (On Full Time Contract Basis)** to be appointed for the ELTA-ELSE Grant – Faculty of Arts and Culture.

GENERAL CONDITIONS:

- Should be a citizen of Sri Lanka.
- Age should be below 35 years on the date of interview.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- (i) A Bachelor's degree from a University recognized by the UGC.
- (ii) High level of proficiency in written and spoken English
- (iii) High level of IT literacy, especially in the areas of Word, Excel, email and internet.
- (iv) Ability to communicate effectively, orally in Sinhala or Tamil. Ability to Communicate in English with the World Bank, MHEH, UGC, OMST and others.
- (v) Ability to function effectively in a team environment inspiring trust and cooperation of other team members and meet deadlines.

REMUNERATION

Monthly Gross Salary - Rs. 55,000.00 (Rs. 47,826.00 + (12% EPF and 3% ETF))

Selected candidates will contribute 8% from their monthly salary to the Employee Provident Fund (EPF) while the AHEAD/ELTA-ELSE Grant will make a contribution of 15% of their salary of which 12% will be credited to Employee Provident Fund (EPF) and 3% to the Employee Trust Fund (ETF).

CONDITION OF SERVICE

This is a full-time position. The Contract Appointment shall be for a period of 06 months and may be renewed based on performance, during the Operation period.

METHOD OF RECRUITMENT:

Interested candidates are requested to attend for a Walk In Interview on **23.05.2022** (Monday) at **02.00 p.m.** at the Board Room, Administrative Secretariat, South Eastern University of Sri Lanka, University Park, Oluvil with a self-prepared application using the form given along with Curriculum Vitae, Original and Copies of Educational Certificates, Birth Certificate, National Identity Card and other relevant certificates.

Director
Operations Technical Secretariat
AHEAD Operation
South Eastern University of Sri Lanka